

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

DPM Instruction No. 9-20

SUBJECT: Capital City Fellows Program

This bulletin should be filed behind the divider for Part III of DPM Chapter(s) 9
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Date: July 16, 2003

1. Purpose

The purpose of this instruction is to provide general information and guidelines for participation in the Capital City Fellows Program.

2. Authority

D.C. Official Code § 1-609.04(6); Chapter 9 of the D.C. Personnel Regulations, Excepted Service; and Chapter 14 of the regulations, Performance Management.

3. Program Overview

- a. The Capital City Fellows Program (Program) was established in 1999 as a means of attracting recent graduates of master's degree programs in public administration, public policy, urban planning, and related fields, to work for the District government.
- b. The purpose of the Program is to expose its participants to a wide range of governmental operations in a relatively short period of time. Participants are expected to be involved in the design, implementation, monitoring and evaluation of assigned projects.
- c. Candidates apply and compete for two-year (2-year) fellowship appointments working in various District government agencies.
- d. Each Capital City Fellow (Fellow) selected for the Program will work in four (4) different agencies over the course of the two (2) years of the Program (6-month rotations). As a result, Fellows have an opportunity to observe and be involved in many facets of District government operations.
- e. The D.C. Office of Personnel (DCOP), Center for Workforce Development (CWD), is the agency responsible for coordinating all aspects of the Program, including all placements. Placements are based on the needs of the participating agencies as well as the experience, skills and preferences of each Fellow. Every effort is made to accommodate the placement preferences of participants.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: DCOP, Center for Workforce Development, (202) 727-1523

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Instruction Expires: Retain Until Superseded

- f. **New Fellows begin their service in July of every year** in Excepted Service appointments.

4. ELIGIBILITY CRITERIA

- a. To participate in the Program, a candidate must be a recent graduate with an earned master's degree. Each candidate must have earned his or her master's degree within two (2) years and seven (7) months prior to the July start-date ("recency of degree requirement"). For example, a Fellow starting in July of 2003 must have earned his or her master's degree between December 1, 2000 and July 1, 2003.
- b. The recency of degree requirement may be waived for one (1) or more of the following reasons:
 - (1) The candidate earned his or her master's degree prior to the recency of degree requirement and is currently enrolled in a doctoral or post-doctoral program; or
 - (2) The candidate earned his or her master's degree prior to the recency of degree requirement, but within seven (7) years prior and has exhibited significant commitment to the District of Columbia or other local governments through paid and/or voluntary work.
- c. An individual who anticipates earning his or her master's degree after the July-start date will not be considered for the Program.
- d. A District government employee occupying a position at grade levels DS-9 or DS-10 or equivalent, may apply to the Program; provided that, at the time of application, the employee meets the educational requirements specified in this instruction. As applicable, the Director of Personnel may waive the time-in-grade requirements if such employee is selected to the Program.
- e. A Career Service permanent employee selected to the Program will no longer have Career Service job protection rights upon acceptance of the appointment and conversion to the Excepted Service as a Fellow. The appropriate DCOP staff will be responsible for so informing the employee, and ensuring that the employee understands this provision and completes a statement to that effect.

5. APPLICATION PROCESS

- a. Individuals interested in applying to the Program must complete an application form (see Attachment) including all of the following:
 - (1) Official undergraduate and graduate transcripts;
 - (2) A résumé;
 - (3) A writing sample; and

(4) A writing sample; and

(5) Three (3) letters of reference.

- b. Application forms can be obtained on-line at www.dcop.dc.gov (download the application); by calling a DCOP Program Manager, at (202) 727-1523; via e-mail, at Capcity.Fellows@dc.gov; or visiting the Center for Workforce Development, D.C. Office of Personnel, located at 441 4th Street, N.W., Suite 850 North, Washington, D.C. 20001.
- c. Applications and documentation listed above must be submitted in person or postmarked January 2nd of the same year prior to the March interview date (see Paragraph 6(a) below). Materials must be submitted to the Program Manager, Capital City Fellows Program, at the address in Paragraph 5(b) above.

6. INTERVIEW PROCESS

- a. As part of the selection process, a committee reviews all the applications and determines which candidates will be invited to an **all-day interview session** held in March of each year prior to the start of the July Fellowship.
- b. Candidates are required to participate in the all-day interview session and must pay their own way to the interview.
- c. The committee evaluates applicants on an individual interview, group exercise, and a writing exercise.

7. SELECTION PROCESS

- a. Each applicant will be assessed and ranked on the basis of:
 - (1) Academic records;
 - (2) Strength of the application submitted;
 - (3) Leadership potential;
 - (4) Potential for future professional growth; and
 - (5) Commitment to public service.
- b. Selected candidates will be notified in writing each year not later than April 30th.

8. SALARY AND OTHER BENEFITS

First Year Fellow

- a. Each initial appointment to the Program will be made at grade level 12 step 1 of the District Service (DS) pay schedule (non-union).

- b. Fellows are eligible for health benefits, life insurance, and annual and sick leave accrual.

Second Year Fellow

Fellows are eligible to receive a salary increase to DS-12 step 4 upon satisfactory completion of the first year of the Program, an official performance rating of “Meets Expectations” or higher, the availability of funds, and approval by the DCOP Program Manager.

9. DOMICILE REQUIREMENT

Each Fellow is required to be a domiciliary of the District of Columbia at the time of appointment or become a domiciliary of the District of Columbia within one hundred eighty (180) days of appointment and maintain District domicile for the duration of appointment. Failure to maintain District domiciliary for the duration of appointment will result in forfeiture of employment.

10. RESPONSIBILITIES

- a. DCOP Program Manager:

- (1) Provide information about the Program;
- (2) Coordinate agency participation in all phases of the Program;
- (3) Monitor the application, interview and selection processes for the Program;
- (4) Determine the placements of Fellows with participating District government agencies; and
- (5) Establish program-related goals for each Fellow for inclusion in their performance plan.
See § 1417 of Chapter 14 of the regulations

- b. Agencies

- (1) By **March of each year**, agencies interested in hosting a Fellow (or Fellows) must submit to the DCOP a request for placement. Each agency is required to provide proof of the availability of funding to absorb the placement of Fellows to full-time positions and the ability to pay the initial salary and any subsequent salary increases.
- (2) Each agency is required to enter into a Memorandum of Understanding with the DCOP specifying the requirements for participation in the Program.
- (3) Agencies must agree in writing to grant Fellows administrative leave so they can attend approved Program-sponsored activities.

- c. Fellows

- (1) During the two-year (2-year) Program, each Fellow is expected to claim ownership of his/her own learning, career development and advancement.

- (2) Attendance to and active participation in all scheduled professional development activities are mandatory. Professional development activities include meetings and training activities scheduled by the CWD and any agency-sponsored seminars and other skills building workshops, as required by a supervisor. Fellows must provide the DCOP Program Manager advance notice if they are unable to attend scheduled meetings or training. **Fellows with poor attendance at mandatory training activities may be denied advancement to the step 4.**

11. PERFORMANCE RATING

Fellows will be rated in accordance with the provisions of Chapter 14 of the regulations, Performance Management, at the end of each six-month (6-month) rotation. *See* § 1417 of the regulations

12. TERMINATION FROM THE PROGRAM

- a. A Fellow may be terminated from the Program at any time.
- b. The Director of Personnel, at the recommendation of the DCOP Program Manager, may terminate a Fellow who fails to receive a performance evaluation of at least “Meets Expectations.”
- c. As part of a recommendation of termination, the Program Manager will prepare a written determination on the recommendation, to be based solely on the performance evaluation records.
- d. A Fellow being terminated from District government service is entitled to a 15-day notice of termination.
- e. Terminations are not grievable or appealable.

13. EFFECTIVE DATE

This instruction is effective immediately.

Judy D. Banks
Interim Director of Personnel

DISTRICT OF COLUMBIA CAPITAL CITY FELLOWS PROGRAM

2004 APPLICATION FORM

(For Fellowships Starting in July 2004)

Application must be postmarked by January 2, 2004



Government of the District of Columbia
Anthony A. Williams, Mayor

CAPITAL CITY FELLOWS PROGRAM



APPLICATION 2004

(Must be Postmarked by January 2, 2004)

APPLICATION

Please fill out the application in its entirety. For example, please do not write "See resume" or "See Transcript" in lieu of providing the requested information.

PERSONAL ESSAYS

Please respond to the following three questions. Please use single-spaced, 12-point font and be sure your name is on each page. *Essays exceeding the word limit noted in parentheses will not be evaluated. Likewise, additional writing samples will be disregarded.*

1. Why do you want to be a Capital City Fellow? (150 words)
2. What is the most pressing issue faced by the Government of the District of Columbia and how do you suggest the city work to address it? (150 words)
3. Please give an example of a time in your personal life, professional career or educational experience when you were required to complete a significant task with limited resources and/or direction. How did you handle the situation? (150 words)

CURRENT RESUME and COVER LETTER

Please submit an updated resume (*2 pages maximum*) that outlines your work experience, both paid and volunteer; honors received; extracurricular activities; special skills; and leadership roles. Please include a short cover letter summarizing your experience and qualifications for the program.

OFFICIAL TRANSCRIPTS

Please submit one official graduate and one official undergraduate transcript. Please do not open the sealed transcripts.

REFERENCES

Please give the attached reference form to three people who are best able to assess your analytic ability, communication skills, personal integrity, and leadership potential. You must provide a reference form from at least one academic and one professional reference. (The third reference may be personal, professional or academic). *Additional references will be disregarded.* Please provide your references with a copy of the form and instructions included in the application packet, along with envelopes for them to sign and seal.

RESUME/ESSAY DISK

Please save your resume, cover letter and essays onto a 3 1/2" disk and include it with your application package. (Please label your disk with your first and last name.)

PHOTOGRAPH

Please include one passport-sized photo. (Black and white or color is acceptable).

POSTCARD

Please include a self-addressed, stamped postcard in your application package. This postcard will be mailed to you as a record that your application was received.

EEO FORM (Optional)

Please fill out the attached EEO form and include it with your application package. This information will be used **ONLY** for compliance with equal employment opportunity legislation reporting requirements. Only numerical information is used in the reports; applicant's personal information is **NOT** reported.

KEY DATES

Completed applications must be postmarked by **January 2, 2004**. Please mail your entire application package to:

**Program Manager
Capital City Fellows Program
Center for Workforce Development
441 4th Street, NW, Suite 850N
Washington, DC 20001**

- Applicants will be notified by **February 2, 2004**, whether they will be invited to interviews held during the **week of March 15**. Please note that applicants must pay their own way to the interviews.
- Interviewed applicants will be notified of their status by **April 16, 2004**.
- Applicants extended offers will be required to make their decision **within two weeks**.
- Fellows will begin working for the city in **mid-July of 2004**.

APPLICATION CHECKLIST

All application materials should be mailed together. Please be sure you include **one original plus four copies** of the application, **collated and paper-clipped** in the following order:

Cover Letter	_____
Application	_____
Resume	_____
Three personal essays:	
Essay #1	_____
Essay #2	_____
Essay #3	_____
Official Transcripts:	
Undergraduate	_____
Graduate	_____

In addition, please include the following items with your application:

Three signed and sealed letters of reference:

Reference #1	_____
Reference #2	_____
Reference #3	_____

Self-addressed, stamped postcard	_____
Resume/Essay Disk	_____
EEO Form (Optional)	_____
Passport Photo	_____

Please **do not** bind application materials.

CAPITAL CITY FELLOWS PROGRAM

2004 APPLICATION FOR ADMISSION

Please Print in Block Letters or Type

First Name	MI	Last Name	SS#

Contact Information

Current Address

Street	City	State	Zip
E-mail Address		Telephone	

Permanent Address (if different than above)*

Street	City	State	Zip
Permanent E-mail Address (if different than above)		Telephone	

Preferred Means of Communication (i.e., Mail, Phone, E-mail): _____

***Note:** Fellows are required to be bona fide residents of the District within 180 days of starting work.

Education (post high school)				
School	Degree	Year**	GPA	Area(s) of Concentration

****Applicants must have received their degree between December 1, 2001 and July 1, 2004. Waivers are granted only in exceptional cases. Please contact the Program Manager for more information.**

Work Experience (List all of the positions that you have held within the last 5 years, by month and year.)			
Organization	Position	To	From

You may list additional experience on a separate sheet.

Volunteer Experience			
Organization	Position	To	From

You may list additional experience on a separate sheet.

Awards and Recognition within the Last <u>Five</u> Years	
Award	Date Received

You may list additional awards on a separate sheet.

Special Skills (Including Languages, Computer Skills, Certifications, etc).

Please identify your skill level in the following areas. Indicate the type of software or other supporting information where appropriate.

SKILL	Basic Knowledge	Proficient	Advanced User	N/A
Word Processing				
Database				
Graphics				
Web Design				
Spreadsheet				
Statistical Software				
GIS				
Languages (Other than English – Please List)				
Other Computer/Software Skills				
Other Skills (Please List)				

I hereby certify that, to the best of my knowledge and belief, all of the information submitted in support of this application is true, correct and complete.

Signature of Applicant

Date

CAPITAL CITY FELLOWS PROGRAM
2004 APPLICATION FOR ADMISSION
Optional Applicant EEO Information Sheet

This information will be used **ONLY** for compliance with equal employment opportunity legislation reporting requirements. Only numerical information is used in the reports; applicant's personal information is **NOT** reported. Thank you for your cooperation.

Last 4 Digits of Social Security #

Year of Birth

Last Name

First Name

M.I.

Citizenship

- ☐ US Citizen
- ☐ Other (Please indicate country of citizenship)_____

Sex

- ☐ Female ☐ Male

Racial/Ethnic Group

- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Black or African American, Not of Hispanic Origin
- ☐ White, Not of Hispanic Origin
- ☐ Hispanic
- ☐ Other (please identify)_____

Recruitment Information

How did you hear about the Capital City Fellows Program (CCFP)? (Indicate all that apply).

- | | |
|--|---|
| <input type="radio"/> Brochure | <input type="radio"/> DC Office of Personnel Website |
| <input type="radio"/> DC Government Employee | <input type="radio"/> Current Fellow or CCFP Finalist |
| <input type="radio"/> Professor or Advisor | <input type="radio"/> Friend/Peer not in CCFP |
| <input type="radio"/> Career Services Office | <input type="radio"/> Other (Please Indicate Source)_____ |

THE DISTRICT GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

CAPITAL CITY FELLOWS PROGRAM

APPLICATION 2004

INSTRUCTIONS FOR REFERENCE FORM

Dear Reference,

Thank you for taking the time to complete the reference form for an applicant to the Capital City Fellows Program (CCFP). The CCFP attracts talented, educated men and women to work for the Government of the District of Columbia. Recent graduates of master's degree programs in public administration, public policy, urban planning, and related fields compete for two-year fellowship appointments to work for the city. During the Fellows' tenure, they complete four six-month rotations in different city agencies. In addition to on-the-job training in their host agencies, Fellows are given unique opportunities to meet with high-level city officials and participate in educational and professional development seminars.

We are interested in assessing each applicant's **problem solving and analytic ability, communication skills, integrity, personal initiative, and demonstrated leadership capacity**. To help us analyze these factors, please complete the attached form.

Once complete, please seal your reference in the envelope provided by the applicant, and sign your name along the seal before returning the reference to the applicant. **Note that the candidates must have their complete applications postmarked January 2, 2004.**

All information contained in the reference form will remain confidential.

If you have any questions, please contact the Program Manager of the Capital City Fellows Program, at (202) 727-1523 or email capcity.fellows@dc.gov. Additional information about the program is available on the DC Office of Personnel website, www.dcop.dc.gov (*employment opportunities*).

Again, thank you very much for completing the reference form.

CAPITAL CITY FELLOWS PROGRAM

2004 APPLICATION FOR ADMISSION

Part 2: Confidential Reference Form

The completed evaluation must be returned to the applicant in a sealed envelope with your signature across the seal.

Applicant's Name

First

MI

Last

Reference Information

Name (First, Last)

Address (Company, Street, City, State, Zip)

Phone

E-mail Address

How long have you known the applicant?

Years/Months

Relationship (Peer, Supervisor, Professor, Advisor, Co-Worker, etc.)

For this section, please evaluate the applicant in the five areas below on a scale of 1 to 5, with 1 being the lowest and 5 being the highest.

The likelihood that the applicant will benefit from participation in the program

(lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

The applicant's commitment to public service

(lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

The applicant's written communication proficiency

(lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

The applicant's ability to maintain composure when under stress

(lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

Your overall assessment of the applicant's potential for senior leadership

(lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

For this section, please be as detailed as possible, citing specific examples of behaviors and/or actions to support your score.

1) Does the candidate display rigorous analytic ability and reasoning skills?

Score (lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

Narrative

2) Does the candidate act on his/her convictions?

Score (lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

Narrative

3) Does the candidate inspire other by his/her leadership?

Score (lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

Narrative

4) Does the candidate work well in teams?

Score (lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

Narrative

5) Does the candidate react well to constructive criticism?

Score (lowest) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (highest)

Narrative

Other Comments – Is there anything else that you feel that we should know about the applicant?

☐

I hereby certify that the above assessment accurately reflects the applicant's potential for leadership responsibilities, and recommend him/her for participation in the Fellows Program.

☐

I hereby certify that the above assessment accurately reflects the applicant's potential for leadership responsibilities, and do not recommend the abovementioned candidate for participation in the Fellows Program.

Signature

Date